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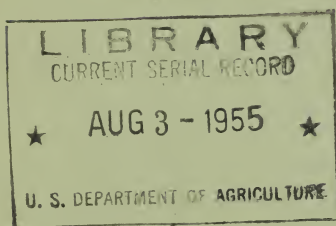


# EVENING CLASSES

Reserve  
/ 49854E

## FALL SEMESTER

1955



REGISTER SEPTEMBER 10-17

**Courses  
for  
High School Graduates  
College Graduates**



**Graduate School  
U.S. Department of Agriculture**

**14th Street and Independence Avenue  
Washington 25, D. C.**

# GENERAL INFORMATION

## CALENDAR FOR FALL SEMESTER—1955

Registration Dates:	September 10-17
Classes Begin:	September 19
Holidays:	November 11, Veterans Day November 24, Thanksgiving December 23-January 3, Christmas Recess (Classes resume January 3)
Semester Ends:	January 16 (Except for make-up classes)

## REGISTRATION

Registration week: September 10-17

**Time:** Saturdays, 9-4 p.m.

Monday through Friday, 11-6:30 p.m.

**Place:** Patio (First Floor), Administration Building

U. S. Department of Agriculture, 14th St. and Independence Ave., N.W.

**Procedure:** Registration must be completed in person or by a relative or friend, but not by mail. Transcripts of previous education are not required. High school graduation or the equivalent is a general prerequisite for all courses. In addition, the more advanced courses have specific prerequisites which are listed in the course descriptions in the Graduate School catalog. Copies of the catalog are available in personnel and training offices of your agency, or you may obtain one from the Graduate School office. Copies are also available at registration time.

**Counseling:** Members of the Graduate School staff are available for counseling before and during registration.

**Fees:** In general tuition is \$12 per credit hour, payable at the time of registration. Arrangements may be made to pay half of the tuition plus \$1.00 service charge at registration. The second payment is due by October 14.

**Late registration:** After September 17, a \$2.00 per course late registration fee is charged. Late registrations are accepted through September 30.

**Course transfer:** Until September 30, students may transfer from one course to another without extra charge. After September 30, there is a transfer fee of \$1.00 and transfers may be made only with the permission of the instructor concerned.

**Credit-audit:** Students who wish to take the examinations and receive a grade in a course should register for credit. Students who do not wish to receive a grade should register as auditors. The tuition charge is the same for credit or audit, and audit students may participate fully in the class. Students may change their registration from credit to audit or vice-versa within the first 30 days of the semester. Requests for changes will not be accepted after October 28.

**Course load:** In general, students working full-time are permitted to take only 2 courses at one time.

## VETERANS

Veterans who are applying for entrance to the Graduate School for the first time, under either P.L. 346 or P.L. 550, are advised to consult with the Registrar of the Graduate School *before the beginning of registration week*, in order to assure that their certificates of eligibility will be granted in time for the semester.

## TEXTBOOKS

Textbooks may be purchased at the Graduate School Bookstore, Room 1022, South Building, during the following hours:

Registration week: September 10-17

Saturdays, 9-4 p.m.

Monday through Friday, 1-6:30 p.m.

First week of classes: September 19-23

Monday through Friday, 4:30-6:15 p.m.

After September 23

Monday through Friday, 4:30-5:30 p.m.

## WITHDRAWALS AND REFUNDS

Refunds in cases of withdrawal are granted according to the following schedule:

Through September 30: Tuition less \$5.00 per course.

October 3-14: 60% of tuition.

October 17-28: 50% of tuition.

Withdrawals must be in writing. A form is available in the Graduate School office. Refunds are computed as of date application is received in the Graduate School office. *No refund for any reason will be granted after October 28.*

# FORMATION

## PARKING SPACE—CAFETERIA

Ample parking space is available for students and faculty after 5:45 p.m. each evening in three parking courts on the east and south sides of the Administration building; the entrance to one is on 12th Street, the entrances to the others are on Independence Avenue. There is also parking space available on the Mall, north of the Administration Building.

The cafeteria in the 5th wing of the South Building is open from 5:00 to 6:15 p.m. Ask for a cafeteria pass when you register if you plan to use the cafeteria before 5:30. After 5:30, no pass is required.

## BUSINESS OFFICE HOURS

The Graduate School office, Room 1031, Agriculture South Building, is open from 9:00 a.m. to 6:15 p.m., Monday through Friday. Telephone: REpublic 7-4142, Extension 6337.

## SCHEDULE OF CLASSES

No. Course Title (Cr.) Instructor Day Time Fee

### BIOLOGICAL SCIENCES

- 1-126. Disease Classification and Medical Terminology (1) Bollo Th 6:10-8:00 \$24.  
1-427A. Physiology of Bacteria (First Half) (3) Saz Th 6:10-8:40 \$36

*The following biological sciences courses meet at National Institutes of Health, Bethesda*

- 1-250A. Introductory and General Bacteriology (First Half) (2) McCullough M 7:30-9:20 \$24.  
1-305. History of Medicine (2) Leikind Th 7:10-9 \$24  
1-345. Elementary and Biochemical Genetics (1) Ames, Wright Tu 8:10-9 \$12  
1-422. Human Physiology (3) Wolf W 6:30-9 \$36  
1-455A. Cellular Physiology (First Half) (2) Shanes Tu 7:30-9:20 \$24  
1-645. Sensory Physiology (2) Hughes Th 8:10-10 \$24  
1-710. Clinical Neuroanatomy—Brain Model Alvord  
Lecture only (2) Tu-Th 6:40-7:30 \$24  
Lecture and laboratory (4) Tu-Th 6:40-9:30 \$48 and \$35 laboratory fee

### LANGUAGES AND LITERATURE

#### English—Writing—Literature

- 2-95. Improving Reading Ability (Non-credit) Murr M-W 6:10-8:00 (12 weeks) \$36 and \$15 laboratory fee  
2-112. Practical English Usage (2) \$24  
Section I Samson Th 6:10-8:00  
Section II Mangold F 6:10-8:00  
2-119. Vocabulary Building (2) Murphy Th 6:00-7:50 \$24  
2-222A. English Composition (First Half) (3) Ward M 6:10-8:40 \$36  
2-223A. Descriptive English Grammar (First Half) (2) Harman Tu 6:10-8 \$24  
2-224. Readable Writing (2) Cowing M 6:10-8:00 \$24  
2-226. Introduction to Official Writing (2) Perlmutter Th 6:30-8:20 \$24  
2-235. Fiction Writing (2) Shea Tu 6:10-8:00 \$24  
2-242. Advanced Fiction Writing (2) Arnold M 6:10-8:00 \$24  
2-280. Feature Writing (2) Scott W 6:10-8:00 \$24  
2-304A. Great Books I (2) Ruppert W 6:10-8:00 \$24  
2-334A. Great Books III (2) Cheney Tu 6:10-8:00 \$24  
2-450. Technical Writing (2) Gilstrap, Fried M 6:30-8:20 \$24

#### Information Methods

- 2-220. Indexing (2) Swingle W 6:10-8:00 \$24  
2-225. Principles of Editing (3) Erhardt, Milcham M-W 6:30-7:45  
2-240. Audio-Visual Aids in Information and Education (2) Griswold Th 6:10-8:00 \$24  
2-365. Editing Technical Manuscripts (2) Mewis W 6:30-8:20 \$24  
7-482. Social Psychology of Communication (2) Fitzpatrick Th 6:10-8:00 \$24  
2-455. Organization of Scientific Information (2) Adams M 7:10-9 \$24 (Meets at NIH, Bethesda)

#### Library Techniques

- 2-137. Basic Reference Service and Reference Tools (2) Bonniwell Tu 6:10-8:00 \$24  
2-138. Introduction to Bibliographic Science (2) Popecki Th 7:10-9:00 \$24  
2-140. Practice in Library Cataloging and Classification (2) Soderland M 6:10-8:00 \$24  
(Prerequisite: A course in library cataloging)  
2-151. Introduction to Map Library Techniques (2) Bahn W 6:10-8:00 \$24

(Continued Inside)



# REGISTRATION SEPTEMBER 10-17

Monday-Friday 11-6:30 Saturdays 9:00-4:00

No.	Course Title	(Cr.)	Instructor	Day	Time	Fee
<b>Speech</b>						
2-228.	Fundamentals of Speech (2)	Roser	Th	6:10-8:00	\$24	
2-229.	Public Speaking (2)	Beauchamp	M	6:10-8:00	\$24	
2-232.	Voice and Remedial Speech (2)	Berlinsky	W	6:10-8:00	\$24 and \$1 laboratory fee	
2-350.	Conference Methods Workshop (2)	Henderson, Wright	M	6:10-8:00	\$24	
<b>French</b>						
2-87.	French for Travelers (Non-credit)	Burgin	W	6:10-8:00	\$30	
2-253A.	Elementary French (First Half) (3)	Burgin	Tu	6:10-8:40	\$36	
2-254A.	Intermediate French (First Half) (3)	Burgin	Th	6:10-8:40	\$36	
2-255A.	French Conversation (2)	Etienné	Th	6:10-8:00	\$30	
<b>German</b>						
2-66.	Reading German (Non-credit)	Lederer	M	6:10-8:40	\$36	
2-76.	Sight Reading German (Non-credit)	Lederer	Tu	6:10-8:40	\$36	
2-88.	German for Travelers (Non-credit)	Bauer	Tu	6:10-8:00	\$30	
2-259A.	Elementary German (First Half) (3)	Lederer	Th	6:10-8:40	\$36	
2-261A.	German Conversation (2)	Bauer	W	6:10-8:40	\$30	
<b>Italian</b>						
2-270A.	Elementary Italian (First Half) (3)	Bauer	W	6:10-8:40	\$36	
2-271A.	Intermediate Italian (First Half) (3)	Finlay	W	6:10-8:40	\$36	
<b>Russian</b>						
2-295A.	Elementary Russian (First Half) (3)	Section I Tarakus	M	6:10-8:40		
		Section II Saharov	Tu	6:10-8:40		
2-296A.	Intermediate Russian (First Half) (3)	Saharov	W	6:10-8:40	\$36	
2-297A.	Conversational Russian (First Half) (3)	Saharov	Th	6:10-8:40	\$36	
<b>Spanish</b>						
2-89.	Spanish for Travelers I (Non-credit)	Ponce	Tu	6:10-8:00	\$30	
2-90.	Spanish for Travelers II (Non-credit)	Ponce	W	6:10-8:00	\$30	
2-300A.	Elementary Spanish (First Half) (3)	Jaffe	W	6:10-8:40	\$36	
2-301A.	Intermediate Spanish (First Half) (3)	Romero	W	6:10-8:40	\$36	
2-302A.	Spanish Composition and Conversation (First Half) (2)	Supervia	W	6:10-8:00	\$30	
2-574A.	Advanced Spanish Conversation and Literature (First Half)	Supervia	Th	6:10-8:00	\$30	
<b>Linguistics</b>						
2-375A.	Introduction to European Languages—Slavic Group (First Half) (2)	Ornstein	M	6:10-8:00	\$24	

## MATHEMATICS

4-101.	Everyday Mathematics (2)	Butts	W	6:10-8:00	\$24	
3-1.	Review of College Freshman Mathematics (Non-credit)	Titcher	M	6:10-8:40	\$36	
3-102.	College Algebra (4)	Edelson	M-Th	6:10-8:00	\$48	
3-165A.	Survey of Biomathematics (First Half) (2)	Greenhouse	Th	5:30-7:20	\$24 (Meets at NIH, Bethesda)	
3-206A.	Calculus (First Half) (4)	Kusner	Tu-Th	6:10-8:00	\$48	
3-415.	Higher Algebra (3)	Esten	M	6:10-8:00	\$36	
3-502A.	Differential Equations (First Half) (2)	Instructor to be announced	Th	6:10-8:00	\$24	
3-509A.	Mathematics for Economists (First Half) (2)	Footo	Th	6:10-8:00	\$24	
3-533.	Introduction to Operations Research (3)	Saaty	M	6:10-8:40	\$36	
3-538A.	Applied Mathematics (First Half) (3)	Saaty	W	6:10-8:40	\$36	
3-712A.	Theory of Functions of A Complex Variable (First Half) (2)	Germond	M	6:10-8:00	\$24	

## STATISTICS

3-126A.	Introductory Statistics (First Half) (2)	Purves	Tu	6:10-8:00	\$24	
3-126B.	Introductory Statistics (Second Half) (2)	Rauchschwalbe	Th	6:10-8:00	\$24	
3-135.	Elements of Statistical Drafting (2)	Guidry	M	6:30-8:20	\$24 and \$1 laboratory fee	
3-318.	Machine Tabulation I (2)	Kaufman	W	6:30-8:20	\$24	
3-319.	Machine Tabulation II (2)	Kaufman	F	6:30-8:20	\$24	
3-380A.	Principles of Statistical Analysis (First Half) (3)	Stauber	Tu-Th	6:15-7:30	\$36	
3-400A.	Introduction to Mathematical Statistics (First Half) (3)	Halperin	Tu	6:10-8:40	\$36	
3-405A.	Introduction to Experimental Statistics (First Half) (2)	Hendricks	Th	6:10-8:00	\$24	
3-406A.	Introduction to Experimental Statistics (First Half) (2)	Cornfield	Tu	6:00-7:50	\$24 (Meets at NIH, Bethesda)	
3-435.	Sampling in Social and Economic Surveys (3)	Nisselson	Th	6:15-8:45	\$36	
3-436.	Questionnaire Construction and Interviewing (2)	Goldstein	M	6:00-7:50	\$24 (Meets at NIH, Bethesda)	
3-448.	Population Statistics I: Basic Sources and Methods (3)	Siegel	Tu	6:30-9:00	\$36	
3-507A.	Engineering Statistics and Quality Control (First Half) (2)	Pabst	M	6:10-8:00	\$24	
3-565.	Data Processing for Electronic Computers I (2)	Armstrong	Tu	7:10-9:00	\$24	
3-571A.	Design, Philosophy, and Interpretation of Experiments (First Half) (2)	Burrows	W	6:10-8:40	\$24	
3-735A.	Theory of Sample Surveys (First Half) (2)	Steinberg	W	6:10-8:00	\$24	
3-025.	Organization of Statistical Services in the Federal Government (Non-credit)	Ryan				
	Four Lectures: Wednesdays October 5, October 19, November 2, 16. 3:30 p.m. Budget Bureau Seminar Room. Registration not required. No fee.					

## OFFICE TECHNIQUES AND OPERATIONS

### Administrative Procedures

4-101.	Everyday Mathematics (2)	Butts	W	6:10-8	\$24	
4-108.	Administrative Procedure (2)	Hickey	M	6:00-7:50	\$24	
4-110A.	Federal Auditing Procedure (First Half) (2)	Collins	W	6:10-8:00	\$24	
4-112.	Federal Accounting Procedure (3)	Jenkins	M	6:10-8:40	\$36	
4-114.	Federal Personnel Procedure (2)	Mohagen	M	6:10-8:00	\$24	
4-115A.	Federal Purchasing Procedure (First Half) (2)	Balhaus	M	6:10-8:00	\$24	
4-116.	Federal Budgetary Procedure (2)	McWhorter	Tu	6:10-8:00	\$24	
4-201.	Supervision (2)	Kirkham	W	6:10-8:00	\$24	
4-206.	Office Management (2)	Wagner	W	6:10-8:00	\$24	

### Paperwork Management

4-117.	Records Management Procedure (2)	Luttrell, Londo	Tu	6:10-8:00	\$24	
4-330.	Government Letter Writing (2)	Boyd	F	6:10-8:00	\$24	
4-420.	Procedure or Directive Systems (2)	Landis	M	6:10-8:00	\$24	
4-422.	Reports and Forms Management (2)	Lewis, Rice	Th	6:10-8:00	\$24	
4-421.	Correspondence Management (2)	Schultz	W	6:10-8:00	\$24	

### Shorthand

4-89.	Review of Gregg Anniversary, 60-90 Words (Non-credit)	Stern	M-Th	6:10-7:30	\$36	
4-92.	Shorthand Dictation Practice, 70-90 Words (Non-credit)	Robinson	M-Th	6:10-7:30	\$36	
4-129.	Gregg Shorthand Simplified I (3)				\$36	
	Section I Weltner	M-W	6:10-7:30			
	Section II Gaasterland	M-W	6:10-7:30			(Meets at State Department)
4-130.	Gregg Shorthand Simplified II (3)	Robeson	Tu-Th	6:10-7:30	\$36	
4-225.	Gregg Shorthand Simplified III, 60-80 Words (3)	Bell	Tu-F	6:10-7:30	\$36	
4-226.	Gregg Shorthand, 80-100 Words (3)	Way	M-W	6:10-7:30	\$36	
4-231.	Gregg Shorthand, 100-130 Words (3)	Weltner	Tu-F	6:10-7:30	\$36	

## PHYSICAL SCIENCES

### Chemistry

5-65.	Review of Elementary Organic Chemistry (Non-credit)	Prickett	M	6:10-8:00	\$24	
5-248A.	Organic Chemistry (First Half) (3)	Pratt	Tu	5:40-8:00	\$36 (Meets at NIH, Bethesda)	
5-315A.	Elementary Biochemistry (First Half) (2)	Hess	W	6:10-8:00	\$24	
5-348A.	Survey of Physical Chemistry (First Half) (3)	Wallenstein	Tu-Th	6:15-7:30	\$36 (Meets at NIH, Bethesda)	
5-349A.	Physical Chemistry (First Half) (2)	Hurwitz	M	6:10-8:00	\$24	
5-417.	Chromatography (2)	Heftmann	Th	6:10-8:00	\$24 (Meets at NIH, Bethesda)	
5-522A.	Advanced Biochemistry (First Half) (2)	Hess			Hours to be Arranged	\$24
5-540.	Introduction to Chemical Kinetics (2)	Lavy	Th	6:10-8:00	\$24	
5-625.	Specialized Analytical Techniques (2)	Woulard	Tu	6:10-8:00	\$24	
5-648.	Protein Chemistry (3)	Samif	M	7:00-9:30	\$36 (Meets at NIH, Bethesda)	
5-719A.	Enzyme Chemistry (First Half) (2)	Melder	W	7:00-8:50	\$24 (Meets at NIH, Bethesda)	

### Geography and Geology

5-420.	Geography of Eastern United States (2)	Throop	Th	6:10-8:00	\$24	
5-561.	Geography of World Agriculture (2)	Whipple	M	6:10-8:00	\$24	
5-203.	General Geology (3)	Terma	Tu	6:10-8:40	\$36	
5-635.	Principles of Ground Water Geology and Hydrology (3)	Parker	Th	6:10-8:40	\$36	

### Meteorology

5-212.	Physics for Meteorology (3)	Newstein	Th	6:10-8:40	\$36	
5-310.	Statistical Methods in Climatology (2)	Thum	Th	6:10-8:00	\$24	
5-115.	Applied Climatology (3)	Jacobs	M	6:10-8:00	\$36	
5-533A.	Hydrology (First Half) (3)	Kohler	Tu	6:10-8:40	\$36	
5-534A.	Introduction to Dynamic Meteorology (First Half) (3)	Tepper	M	6:10-8:40	\$36	
5-535A.	Elements of Fluid Mechanics (First Half) (3)	Tepper	Th	6:10-8:40	\$36	
5-536A.	Synoptic Meteorology (First Half) (3)	Winston	Tu	6:10-8:40	\$36	
5-536A.	Weather Analysis and Forecasting (First Half) (2)	Gray, Winston	W	6:10-10:00	\$24 and \$4 lab fee	

### Oceanography

5-360.	General Oceanography (2)	Vetter	Tu	6:10-8:00	\$24	
5-662.	Marine Meteorology (2)	Rurkhart	Tu	5:30-7:20	\$24 (Meets at Suitland)	
5-664.	Dynamic Oceanography (2)	Schule	Th	5:30-7:20	\$24 (Meets at Suitland)	

No.	Course Title	(Cr.)	Instructor	Day	Time	Fee
<b>PUBLIC ADMINISTRATION</b>						
<b>General Administration</b>						
6-341.	American National Government (2)	Kriesberg	Th	6:10-8:00	\$24	
6-344.	Introduction to Public Administration (3)	(Instructor to be announced)	Tu	6:10-8:40	\$36	
6-600.	Readings and Papers in Public Administration (3)	Tharston	(Hours to be Arranged)		\$36	
<b>Organization and Management</b>						
6-405A.	Principles and Techniques of O & M Work (First Half) (2)	Cook	W	6:10-8:00	\$24	
6-450.	Principles and Applications of Scientific Management in Public Enterprise (3)	Loftis	M	6:10-8:40	\$36	
6-453.	Human Relations in Administration (3)	Youmans	Th	6:10-8:40	\$36	
6-519.	Work Standards and Work Measurement (2)	Williams, Schneider	Tu	6:10-8:00	\$24	
<b>Budgetary Administration</b>						
4-116.	Federal Budgetary Procedure (2)	McWhorter	Tu	6:10-8:00	\$24	
6-635.	Budgetary and Financial Administration (2)	Wheeler	Th	6:10-8:00	\$24	
<b>Institution Management</b>						
6-360.	Hospital Business Administration I Accounting Statistics, Finance (2)	Spanier	F	6:30-8:20	\$24	
6-461A.	Hospital Administration (First Half) (2)	McNamara, Palmer	M	6:10-8:00	\$24 (Completion of both semesters required for credit.)	
6-472.	Food Cost Control (2)	Gullickson	W	6:10-8:00	\$24	
<b>Personnel Administration</b>						
6-430.	Public Personnel Administration (2)	Doster	W	6:10-8:00	\$24	
6-444.	Position Classification (2)	Laxton, Findlay	Tu	6:10-8:00	\$24	
6-440.	Wage Administration (2)	Sorenson	Tu	6:10-8:00	\$24	
6-512.	Employment and Utilization (2)	Mandell	W	6:40-8:30	\$24	
6-518.	Organizing and Administering a Personnel Development Program (3)	Oncken	Th	6:10-8:40	\$36	
<b>Law</b>						
6-320.	Introduction to Administrative Law and Procedure (2)	Johnson	Tu	6:10-8:00	\$24	
6-122A.	Business Law (First Half) (2)	Johnson	M	6:10-8:00	\$24	
8-602.	Survey of Public Utility Law for Engineers (2)	Kaplan	W	6:10-8:00	\$24	
<b>Procurement and Property Management</b>						
4-115A.	Federal Purchasing Procedure (First Half) (2)	Baldauf	M	6:10-8:00	\$24	
6-455.	Management of Government Supply (2)	Hollden	M	6:10-8:00	\$24	
6-638.	Government Defense Contracts (2)	Silverstein	F	6:10-8:00	\$24	
8-405.	Principles of Specifications (2)	Rosenzweig	Tu	6:10-8:00	\$24	
<b>Accounting and Auditing</b>						
4-110A.	Federal Auditing Procedure (First Half) (2)	Collins	W	6:10-8:00	\$24	
4-112.	Federal Accounting Procedure (3)	Jenkins	M	6:10-8:40	\$36	
6-352A.	Principles of Accounting (First Half) (3)	Section I Marshall	M	6:10-9:45		
		Section II Rowe	Tu	6:10-9:45		
6-352II.	Principles of Accounting (Second Half) (3)	Smith	Tu	6:10-9:45	\$36	
6-353A.	Intermediate Accounting (First Half) (3)	Hord	M	6:10-8:40	\$36	
6-351.	Federal Government Accounting (3)	Mason	Th	6:10-8:40	\$36	
6-420A.	Advanced Accounting (First Half) (3)	Acker	Tu	6:10-8:40	\$36	
6-642A.	Cost Accounting (First Half) (3)	Rice, Lobb	W	6:10-8:40	\$36	
6-645.	Tax Accounting (3)	Moyer	W	6:10-8:40	\$36	
6-693A.	Auditing (First Half) (2)	Cooper	M	6:10-8:00	\$24	
6-694.	Specialized Federal Accounting Systems (3)	Nolan	Th	6:10-8:40	\$36	

## SOCIAL SCIENCES

### Economics

7-85.	Investments (Non-credit)	Kaufman	M	7:10-9:00	\$24 (Meets at NIH, Bethesda)	
7-201A.	Survey of Economics (First Half) (3)	Burroughs	W	6:10-8:40	\$36	
7-325.	Managing Personal Finances (2)	Mouser	Tu	6:10-8:00	\$24	
7-401.	Business Forecasting (2)	Kofsky	M	6:10-8:00	\$24	
7-548A.	Economic Analysis (First Half) (3)	Vogely	Th	6:10-8:40	\$36	

### Agricultural Economics

7-203.	Introduction to Marketing (3)	White	Th 6:10-8:40	\$36	
7-472.	Production Economics of Agriculture (3)	Bachman, Bierman	Tu 6:10-8:40	\$36	





GRADUATE SCHOOL  
UNITED STATES DEPARTMENT OF AGRICULTURE  
WASHINGTON 25, D. C.

1955 FALL SCHEDULE OF CLASSES

